



**OFFICE OF AUDITOR OF STATE**  
**STATE OF IOWA**

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**NEWS RELEASE**

FOR RELEASE August 10, 2016

Contact: Andy Nielsen  
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The Office of Auditor of State today released a report on the Iowa Braille and Sight Saving School, Vinton, Iowa for the year ended June 30, 2015.

The School is governed by the Board of Regents, State of Iowa and provides day school educational programs for visually impaired youth, as well as a variety of resource services for mainstreamed students. During the year ended June 30, 2015, the School provided outreach services to 532 students and the average cost per student was \$14,730, compared to 562 students and an average cost per student of \$14,104 for the prior year.

A copy of the report is available for review at the Iowa Braille and Sight Saving School, in the Office of Auditor of State and on the Auditor of State's web site at <https://auditor.iowa.gov/reports/1661-8040-BR00>.

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**REPORT OF RECOMMENDATIONS TO THE  
IOWA BRAILLE AND SIGHT SAVING SCHOOL**

**JUNE 30, 2015**

**Iowa Braille and Sight Saving School**



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August 1, 2016

To the Members of the Board of Regents, State of Iowa:

The Iowa Braille and Sight Saving School is a part of the State of Iowa and, as such, has been included in our audits of the State's Comprehensive Annual Financial Report (CAFR) and the State's Single Audit Report for the year ended June 30, 2015.

In addition to these reports, we also prepare a separate report of recommendations pertaining to the School's internal control, compliance with statutory requirements and other matters when our audits disclose findings we believe should be brought to your attention.

In conducting our audits, we became aware of certain aspects concerning the School's operations for which we believe corrective action is necessary. As a result, we have developed recommendations pertaining to the School's internal control which are reported on the following page. These recommendations have been discussed with School personnel and their responses to these recommendations are included in this report. While we have expressed our conclusions on the School's responses, we did not audit the Iowa Braille and Sight Saving School's responses and, accordingly, we express no opinion on them.

We have also included certain unaudited financial and other information on page 7 of this report to report an average cost per student for the School for the five years ended June 30, 2015, as required by Section 11.28 of the Code of Iowa.

This report, a public record by law, is intended solely for the information and use of the officials and employees of the Iowa Braille and Sight Saving School, citizens of the State of Iowa and other parties to whom the Iowa Braille and Sight Saving School may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the Iowa Braille and Sight Saving School during the course of our audits. Should you have any questions concerning the above matters, we shall be pleased to discuss them with you at your convenience. Individuals who participated in our audits of the Iowa Braille and Sight Saving School are listed on page 6 and they are available to discuss these matters with you.

*Mary Mosiman*  
MARY MOSIMAN, CPA  
Auditor of State

*Warren Jenkins*  
WARREN G. JENKINS, CPA  
Chief Deputy Auditor of State

cc: Honorable Terry E. Branstad, Governor  
David Roederer, Director, Department of Management  
Glen P. Dickinson, Director, Legislative Services Agency

Report of Recommendations to the  
Iowa Braille and Sight Saving School

June 30, 2015

**Findings Reported in the State's Single Audit Report:**

No matters were noted.

**Findings Reported in the State's Report on Internal Control:**

No matters were noted.

**Other Findings Related to Internal Control:**

- (1) Segregation of Duties – One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. The following areas were noted where there is inadequate segregation of duties:
  - (1) Responsibilities for the general accounting, general ledger and journal entry functions are not segregated from those for recording and accounting for assets, investments, accounts receivables, accounts payable and purchasing.
  - (2) Responsibilities for the petty cash fund are not segregated from those for approving reimbursement vouchers and monitoring the frequency of petty cash fund replenishments.
  - (3) Responsibilities for receipt collection and deposit preparation are not segregated from those for recording and accounting for receipts.
  - (4) Responsibilities for disbursement preparation are not segregated from those for recording cash disbursements.
  - (5) Responsibilities for journal entry preparation and entry are not segregated from the journal entry review process. Also, journal entries were not consistently reviewed during the fiscal year.
  - (6) Responsibilities for bank reconciliations are not segregated from those for handling incoming mail receipts, outgoing check payments and entering journal entries.

Recommendation – We realize segregation of duties is difficult with a limited number of office employees. However, the School should review its control activities to obtain the maximum internal control possible under the circumstances.

Response – All of these items have been addressed or are in the process of being addressed. Over the past year we have implemented procedures to have staff at Iowa School for the Deaf, an agency under common administration, to prepare bank reconciliations and perform other review tasks. General accounting functions and approval of disbursements are now properly segregated. In addition, we have segregated the opening of mail/receipt collection to other administrative staff. Finally, we have instituted procedures to ensure independent review of journal entries.

Conclusion – Response accepted.

Report of Recommendations to the  
Iowa Braille and Sight Saving School

June 30, 2015

- (2) Financial Reporting – The School is required to file monthly financial reports with the Board of Regents, State of Iowa and the Department of Management on a timely basis. Such financial reports include budget to actual comparisons and other financial status reports. For the year ended June 30, 2015, the School did not submit the required monthly financial reports on a timely basis.

Recommendation – The School should ensure the monthly financial report information due to the Board of Regents, State of Iowa and the Department of Management is submitted timely.

Response – All financial reports are now completed timely.

Conclusion – Response accepted.

**Findings Related to Statutory Requirements and Other Matters:**

No matters were noted.

Report of Recommendations to the  
Iowa Braille and Sight Saving School

June 30, 2015

**Staff:**

Questions or requests for further assistance should be directed to:

Brian R. Brustkern, CPA, Manager  
Kaylynn D. Short, CPA, Senior Auditor  
Andrew E. Nielsen, CPA, Deputy Auditor of State

Other individuals who participated in the audits include:

Nathaniel W. Packer, CPA, Staff Auditor  
Erin J. Sietstra, Staff Auditor  
Sidot K. Shipley, Assistant Auditor  
Tara H. Williams, Assistant Auditor



Iowa Braille and Sight Saving School

Average Cost per Student

(Unaudited)

Year ended June 30, 2015  
with comparative figures for the four preceding years

Year	Average Number of		*	Total Expenditures		Outreach Services Enrollment	Total Expenditures		Average Cost Per Outreach Student
	Employees	Residential Students		Related to Residential Program	Average Cost Per Residential Student		Related to Outreach Services	**	
2015	79	-		\$ -	-	532	\$ 7,836,264		14,730
2014	81	-		-	-	562	7,926,249		14,104
2013	81	-		-	-	506	7,632,553		15,084
2012	82	-		-	-	515	7,416,072		14,400
2011	106	5		2,083,825	416,765	534	6,447,358		12,074

\* Fiscal year 2011 was the last year the School operated a residential program.

\*\* For fiscal years 2015, 2014, 2013, 2012 and 2011, expenditures related to outreach services exclude expenditures related to the residential program, construction in progress and costs associated with the space leased by Americorps, which total \$1,726,758, \$3,059,235, \$3,009,804, \$2,518,966 and \$3,116,701, respectively.